



# **2020 Colorado Springs Invitational/RMSG – Operating & Safety Plan**

## **Centennial SC of Colorado Springs**

### **Overview:**

1. Resources : Links/ Appendices
2. Event Information
3. Schedule
4. Rink Admission, flow and Athlete Protocols
5. Judges & Officials
6. Announcers
7. Hospitality
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### **1) Resources : Links / Appendices:**

- Event Announcement on EntryEeze Link: <http://comp.entryeeze.com/Home.aspx?cid=79>
- Event Schedule with time flow Link: <http://comp.entryeeze.com/Home.aspx?cid=79>
- Athlete Event Protocol Video: <http://comp.entryeeze.com/Home.aspx?cid=79>
- Livestream links: <http://comp.entryeeze.com/Home.aspx?cid=79>
- Map of facility and athlete chaperoned path through the facility – **Appendix 1**
- FAQs & What you need to know - **Appendix 2**



## 2) Event Information:

September 10-13, 2020

Monument Ice Rinks

16240 Old Denver Rd, Monument, CO 80132

Monument Ice Rinks is a 2-building facility with an ice rink inside each building (East rink and West rink). There is limited seating within the facilities so we will be restricting the number of people within the facility at all times. The facility has outdoor areas that will be used to manage the flow of participants with strict guidelines and timing to follow through the process.

CSC's approach to the event is to create safe and competitive environment for the athletes. Participants are not allowed into the building unless competing and can bring one coach and 1 chaperone/parent if competing in the West rink and 2 chaperone/parents if competing in the East rink. There are restrictions on the number of people in the building to maintain the appropriate social distancing space of 6 feet. The mission is to be direct, disciplined and quick with the movement of people through the facility. Get the athletes to the ice, let them focus on their program, and then move them out of the facility.

Our COVID safety equipment was donated or purchased through monetary donations to the club.

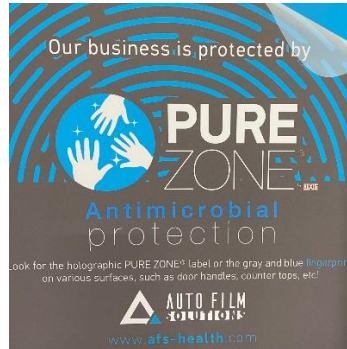
- Extra ice time for cleaning and smaller groups
- Disinfectant cleaners & hand sanitizer
- Masks for those who forgot or lost
- Face shields for those volunteers or officials who want them
- Gloves for volunteers
- Individual meals for officials and volunteers
- Livestreaming of events to allow other family members to view their athlete from the comfort of their own home or from in the car on their own device
- Online posting of starting orders and results

### Other Facilities Information:

- Rink staff and employees will fill out the same medical questionnaire and do a temperature check prior to work each day. Anyone feeling symptoms or with a temperature equal to or over 100.4 degrees will not be allowed to work. All of the staff will be masked during the competition.
- We have designated a specific room for quarantining of anyone who comes down with symptoms while in the building.
- There will be NO public access to the buildings during the event
- All persons 11 years of age and older will be required to wear a mask inside the rink per current Colorado Executive Order. Athletes age 11 and older will be allowed to remove their mask **ONLY** when skating their event performance when they are alone on the ice. Athletes age 11 and older must wear masks on all practice and warm-up sessions.



- Access to bathrooms inside the facility will be limited to volunteers and officials – we will have portable restrooms available outside the facility with hand sanitizer available and they will be sanitized throughout the day
- The facility was treated with a product called Pure Zone by Auto Film Solutions ([www.afs-health.com](http://www.afs-health.com)) that has been applied to all high touch surfaces. It is 99.99% effective for killing bacteria and viruses. It is bleach free and non-toxic. Staff will also be sanitizing routinely during the competition as well.



- Social distancing indicators (circles and “X” marks) will be placed on the floor/bleachers to assist athletes/coaches/chaperones with maintaining social distancing while in the facility
- The East rink is larger in square footage and has more seating capacity than the west rink. Events that require larger max athlete counts are scheduled in the East rink.
- Doors will be secured to ensure that access is limited per our rules

### 3) Schedule:

The schedule has been designed to minimize time in the facility for each athlete, control the number of people in the facility, and still provide for a competitive event. The schedule has additional elements to show the athletes/coaches when they need to arrive for health screening, check-in, off ice outdoor warm-up, and event/practice ice line up. Much of the athlete’s time will be spent OUTSIDE the facility. On average, this is roughly one hour for most groups.

### 4) Rink Admission, athlete flow and protocols:

The flow is designed to minimize the number of people physically inside the building. The maximum number of people at any one time is 22 (11 athletes and 11 coaches during practice ice or warm up ice). Actual skating events are limited to a max of 8 athletes/8 coaches in an event group/warm-up group with the exception of 2 hours on Sunday where the max number will be 12 athletes/12 coaches in the East Rink. All persons 11 years of age or older are required to wear masks (facial coverings) while inside the facility to comply with the current state health order issued by the Governor. This is **inclusive** of athletes age 11 and older while on the ice for practice and warm-up sessions. Athletes age 11 and older will be allowed to remove their mask for their EVENT PERFORMANCE only when they are the only individual on the ice.

Athletes/Coaches will be provided a schedule that includes:

- 1) Health Screening Check in time



- 2) Registration time
- 3) Off-Ice Outdoor Event Warm-up time
- 4) Event or Practice Ice line up time

#### Health Screening

- 1) Each person needing to enter the facility each day (athlete, coach, chaperone, official, volunteer, rink staff) will answer the health screening questionnaire, sign (as appropriate), date and time stamp.
- 2) Temperature will be taken by volunteer using touchless thermometer and noted on the form.
- 3) If temperature is less than 100.4, the person will be directed to the appropriate registration area – if temperature is 100.4 or greater, the person will be asked to return home

#### Volunteer/Officials registration

- 1) Enter the East rink and stop at the volunteer/officials' registration table just inside the door each day
- 2) Turn in health screening questionnaire
- 3) Turn in waiver if not already received
- 4) Have credential already?
  - a. Yes – daily sticker will be attached
  - b. No – credential will be presented with daily sticker attached
- 5) Officials will go to officials' room or accounting room
- 6) Volunteers will go to their station

#### Athlete/Coach/Chaperon Registration and flow

- 1) Athletes, Coaches, Chaperones will proceed to the registration tent each day
- 2) Turn in health screening questionnaire
- 3) Turn in waivers if not already received
- 4) Have credential already?
  - a. Yes – daily sticker will be attached
  - b. No
    - i. Athlete's credential will be presented with daily sticker attached
    - ii. Coach will be asked for Photo ID and then credential will be presented with daily sticker attached
    - iii. Chaperone will be asked for Photo ID and then credential will be presented with daily sticker attached
- 5) Athletes/Chaperones/Coaches will proceed to designated Off-Ice Outside warm-up area at appropriate time
- 6) Athletes/Chaperones/Coaches will proceed to event/practice ice line up area at their assigned time and check in with the outside ice monitor
  - a. Skaters will put on their skates at this station
  - b. Chaperones and Coaches will have to provide photo ID and credential to the outside ice monitor for check in to enter the rink



- c. Athlete will provide credential
  - d. Athletes will line up in reverse starting order (so if the skater is going to skate 6<sup>th</sup> in the group, they will be first to enter the building) when lining up for events
  - e. When lining up for practice ice, order does not matter – only coaches and skaters are allowed in the facility during practice/warm-up sessions (an exception can be made for 1 chaperone to enter with skaters under the age of 7 if necessary)
- 7) Inside Ice Monitor (#1) will open the door for the athlete/coaches/chaperones to enter just before the warm up for the athletes
- a. Athletes/Coaches will enter first and space out along the boards as directed – skaters must have their skates on when they enter the building – any personal items brought in with the skater to the starting area will need to be managed by the skater's chaperone or coach and returned to the skater at the exit door.
  - b. Athletes will enter the ice for their event warm up when called by the announcer (referee will not start warm-up time until all skaters are on the ice) and must be wearing their mask if age 11 and older
  - c. Chaperones will enter when skaters are on the ice for warm-up (special cases will be made for athletes under 7 years of age as necessary – chaperones will enter with the skater) and proceed to the chaperone spectator area – chaperones should manage skater belongings such as skate bags and take those items to the seating area with them
  - d. Athletes will exit the ice from their warm up and return to their area along the boards with their coach (athletes should maintain appropriate 6 ft social distance)
  - e. Athlete's will be announced for their event and will enter the ice through the entry door and athletes age 11 and older will be allowed to remove their mask
  - f. Athlete will skate their program and will exit the rink via the exit door
  - g. Athlete, if age 11 and older will put their mask back on
- 8) Inside Ice monitor (#2) will meet up with the athlete as they exit the ice and will escort the athlete, the coach, and the chaperones to the exit door. Any coach exemptions for remaining in the building because they have another skater in that warm-up group/event will be noted on the ice monitor sheet and they will be able to wait with their other skater
- 9) Athletes/Coaches/Chaperones will be able to view the results of the event online and watch subsequent event groups via the livestream and those placing 1-6 will be able to collect their medals/ribbons at the end of the event at the awards tent outside the East rink.
- 10) Athletes/Coaches/Chaperones will be encouraged to leave the facility completely when not actively engaged in practice ice or an event.

## 5) Event Management Protocols

### Officials:

- 1) Officials will be on the stands in the hockey boxes (see facility layout information)
- 2) Social distancing of 6 feet will be maintained between the officials (3 judges, 1 referee) in the West rink



- 3) Distancing of officials in the East rink will be 4 feet with the addition of partitions between each of the officials (see facility layout information)
- 4) Separate monitors will be provided for the tech panel
- 5) All tech panel officials and referees will have their own designated headsets (no sharing)
- 6) Each judge will be bringing their own supplies (pens/pencils/clipboard/etc.) or will have a sanitized judge's kit provided by the club that they will use for the entire event
- 7) The rink is cold so each official will be provided a blanket (recently sterilized) to use for the entire event and will need to carry it back/forth with them from the officials' room
- 8) Accountants will provide each officials' papers for each day's events in a packet
- 9) Tech panel officials and event referees will need to bring their own notebooks with technical information
- 10) As each panel leaves their event, they will wipe down their table area, chair, and computer equipment with disinfecting wipes
- 11) The Officials' room is large and will have tables set up meeting the social distancing guidelines that can be used by officials for meals and in-between events
- 12) Officials will be scheduled in teams and shifts to limit exposure
- 13) When not officiating, officials are encouraged to exit the facility and return home or to the hotel. There will be an outside area for officials if they would prefer to be outside.
- 14) Officials coming from out of town will be offered the ability to fly into Denver or Colorado Springs and rent a car, take a shuttle, or be picked up by a volunteer based upon their comfort levels (volunteer drivers will be masked).

**Announcing/Music playing protocols:**

- 1) All announcers will be provided a full event schedule (104), event pronunciation sheets, and will sign up in advance for their shifts.
  - a. They will be asked to arrive 45 minutes prior to their shift to complete their health screening and check-in process
  - b. Announcers are responsible for knowing who they are announcing on the panels as well as the athletes. Early review of the full schedule (104) and name pronunciation sheets is planned to allow announcers to work with the registrar/officials' liaison to get name pronunciations
  - c. Each announcer will be provided their own microphone to use for the competition
  - d. Each announcer will provide his/her own pencils/pens and masks
- 2) In Colorado, the announcers are permitted to announce with their masks pulled down for actual announcing only – under the “Public Speaking” exception but should use the mask when not speaking.
- 3) Since music and announcing will be sitting in close proximity (set up will have them as far apart as possible) – the volunteer chair will be seeking family members to serve as music players and announcers during the same shift



- 4) Announcing and music paperwork will be placed on the stand each day in each rink as appropriate.
- 5) As each music player/announcer ends their shift, they will wipe down the computer equipment, microphone connection, table, and chair with disinfecting wipes and announcers will take their microphone with them.

### **Results & Awards protocol**

- 1) Event results will all be posted online – no paper will be used
  - a. Announcers will be announcing the scores for IJS events so the livestream will pick up that information.
  - b. Accountants will post both 6.0 and IJS online to a specified results page that will be provided to all participants and the awards volunteers.
  - c. The awards tent will have one copy of the starting orders and they will look up the results and note the placements of the top six on the starting orders and then check off when the athlete has picked up their award.
  - d. Athletes will be encouraged to wait a distance away from the facility for the longer events, then to go to the awards area to pick up their medal/trophy if they place in the top 6.
  - e. An awards tent will be setup outside the rink with a line to go in and out to pick up medals.
- 2) Athletes are offered the ability to purchase an IJS protocol test packet online
  - a. Results will be printed by the accountants and then scanned and emailed to the athlete at the conclusion of their event

### **Hospitality**

- 1) All meals will be provided in individual packaging (boxed meals from various restaurants)
  - a. Officials will choose between two options for each meal at the rink
  - b. Volunteers will be able to choose from available boxed lunches in the volunteer room – social distancing will be set up within the room
- 2) Coaches will not have access to a hospitality room or lounge. They may go to the awards tent, show their credential, receive a bottle of water and choose from a variety of pre-packaged snacks. The awards monitor will hand you your items.

### **Coaches**

- 1) As most everything is outside and check-ins are event/session specific, the coaches will be notified that they need to ensure that if they have 2 athletes at the same time in two different places, that they arrange for another credentialed coach to cover the other athlete
- 2) Coaches will be able to request a special dispensation for cases where they are conflicted based upon one event and they don't want the secondary coach to put their athlete on the ice for both events. They can notify the chief referee in advance and that will be noted on the check in sheets for the outside ice monitor.
- 3) Coaches that have athletes in back to back warm-up groups or events, they will be allowed to remain in the rink for the next event group and not have to exit the arena
- 4) Details will be provided to coaches via zoom meetings and a "Coach Information" document that will be emailed to all coaches



## **Volunteering**

- 1) Positions available & duties
  - a. Members will sign up for shifts via our membership tracking website
  - b. Job descriptions will be email out to all members
  - c. Non-members will be added by the volunteer chair
- 2) Volunteers will be required to wear masks if working inside the rink
- 3) Volunteers will be recruited for the following jobs:
  - a. Health Screening (1-4 depending upon time of day)
  - b. Registration desk (1-4 depending upon time of day)
  - c. Hospitality (1-2 - With all prepackaged food, this is more of a cleaning role, organizing food delivery, and keeping up on snack and drinks. Gloves will be used when handling food items)
  - d. Runners (1-2 based upon time of day – will be 1 runner for IJS and 1 runner for 6.0)
  - e. Outside Entry Monitor (2-3 based upon time of day – volunteer/officials entrance, east rink entry, west rink entry)
  - f. Awards (1 – track results and hand out medals)
- 4) At the end of each volunteer's shift, they will wipe down their area, computer equipment if applicable, and any other required implements (pens, binders, etc.) with sanitizing wipes.

## **Communication & Feedback**

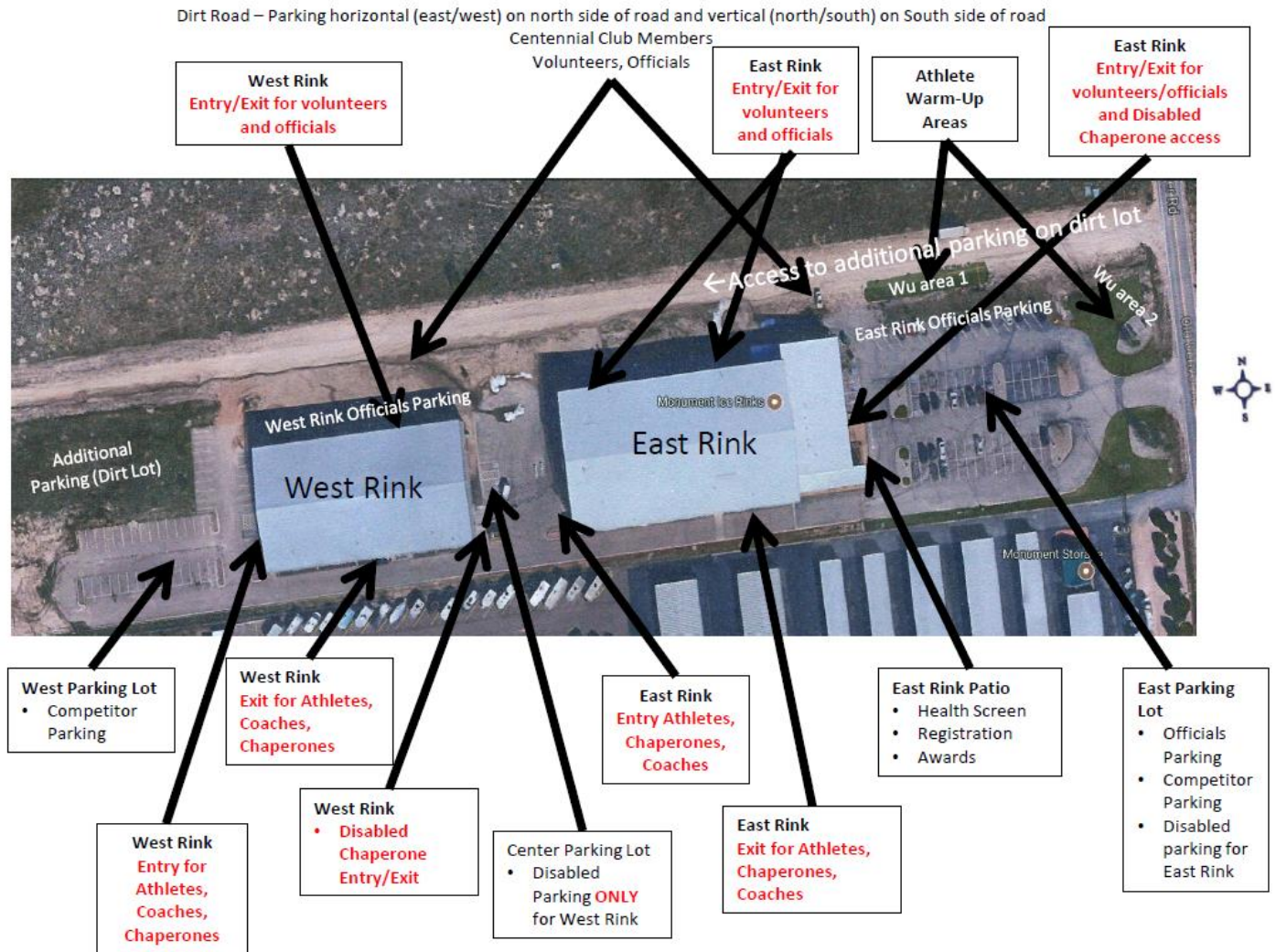
- 1) Emails are being sent at appropriate intervals when new information needs to be disseminated to athletes/parents/coaches/officials
- 2) Zoom meetings will be set up for athletes/parents, coaches, and officials to cover all the protocols for the events
- 3) Video will walk the athletes through the event flow and locations on site and the link will be sent via email and also posted on our competition site
- 4) Meetings are being held with the ice rink, U.S. Figure Skating, and El Paso County Health to ensure that we are meeting all requirements to keep our participants, volunteers, and officials safe
- 5) The event will be live streamed by LMP Video



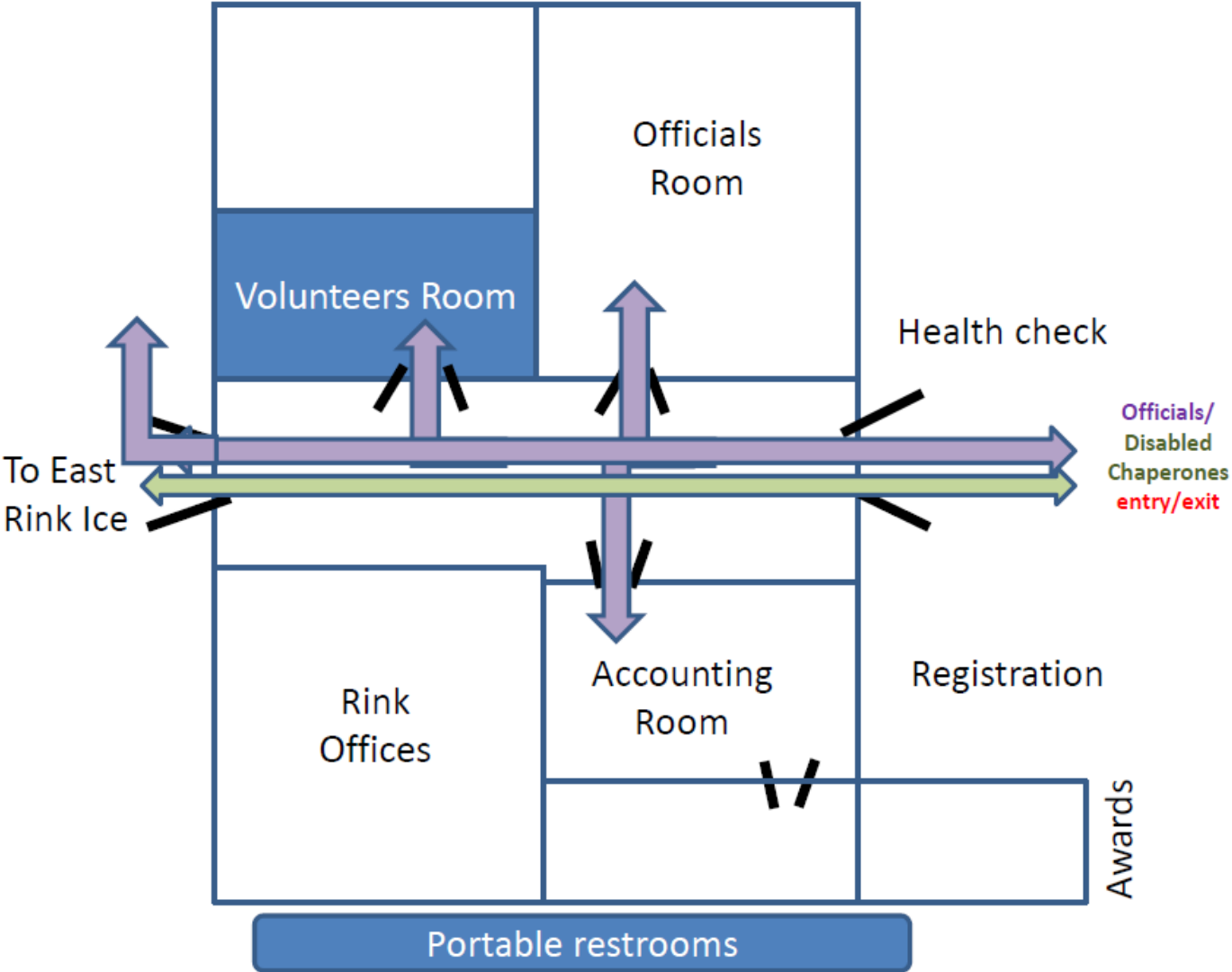


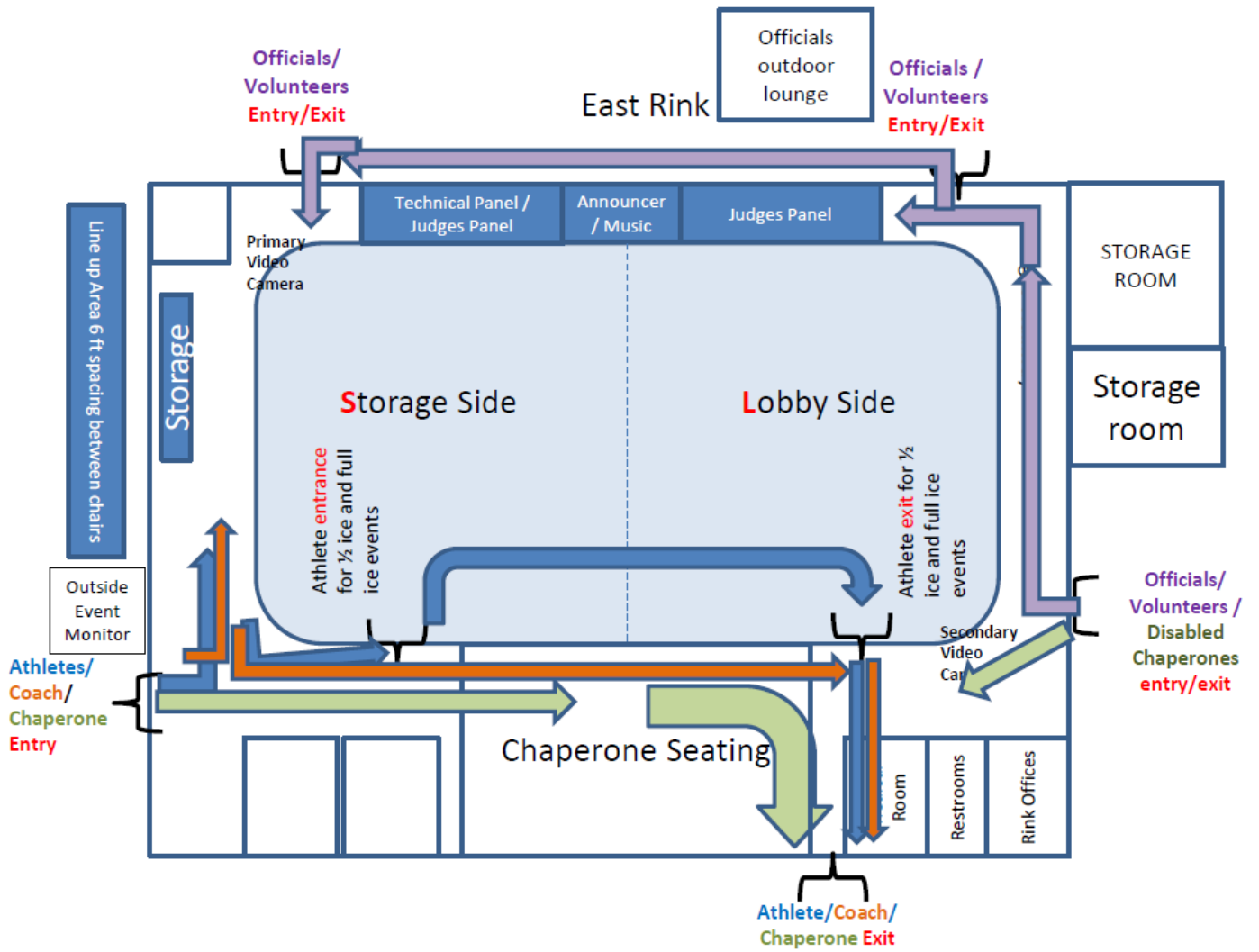
# Appendices

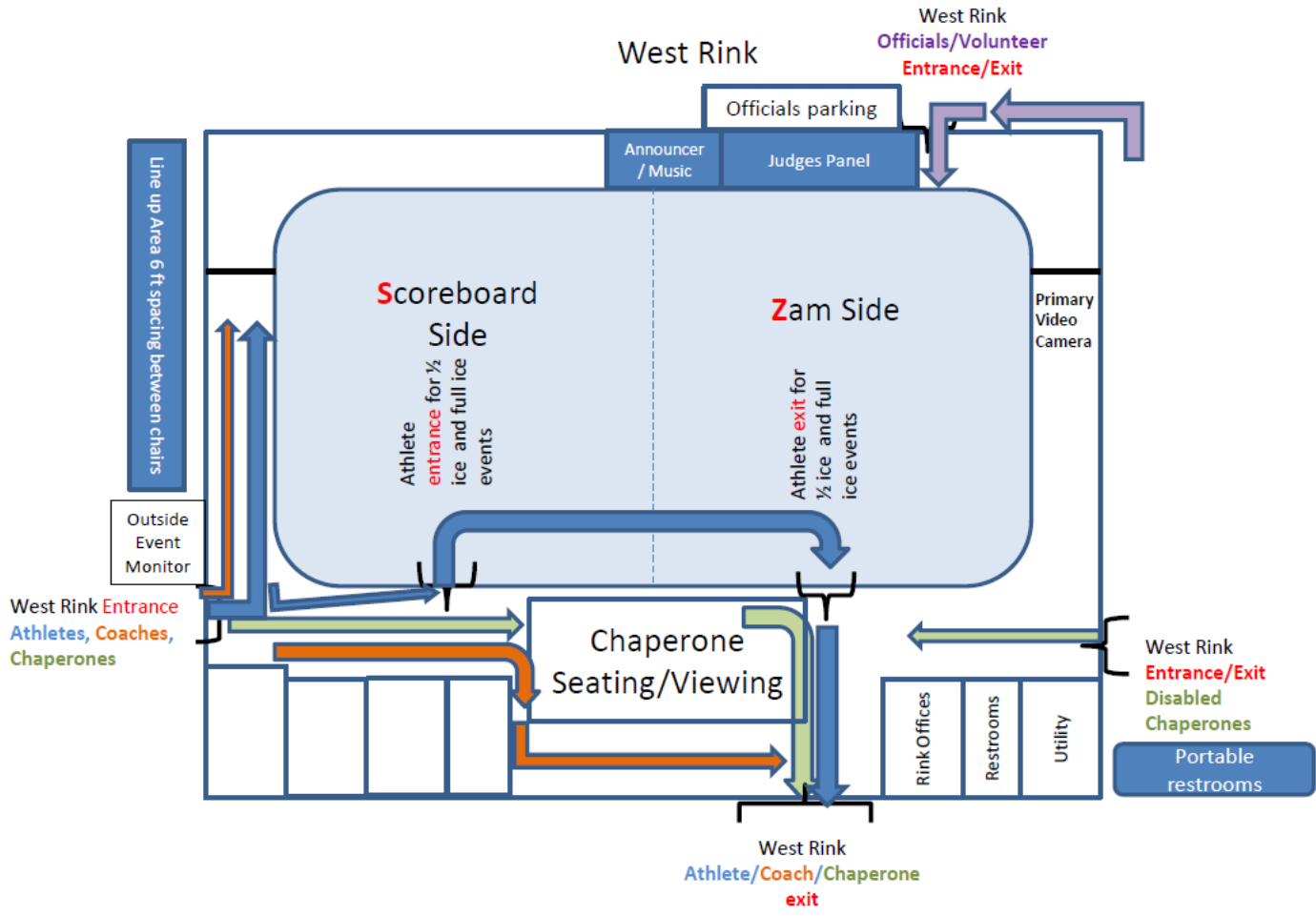
## Appendix 1 – Maps of the rink flow



East Rink Lobby







## East Rink Judges Stands



## West Rink Judges Stands



## Appendix 2

### FAQ's & What you need to Know:

#### Colorado Springs Invitational/RMSG Contacts:

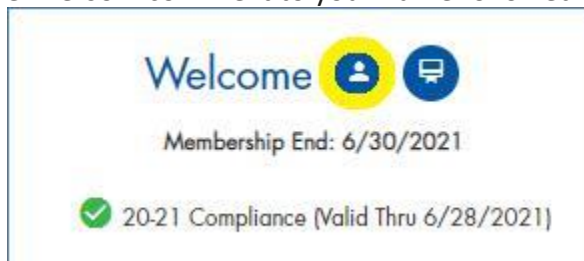
Lisa Landon	Competition Chair	719-659-0192	<a href="mailto:lisa_landon@comcast.net">lisa_landon@comcast.net</a>
Karen Sulpizio	Registrar	719-200-5639	<a href="mailto:sksul@aol.com">sksul@aol.com</a>
Carol Knieriem	Club President	719-494-4289	<a href="mailto:carmek2456@gmail.com">carmek2456@gmail.com</a>

#### How do I get Waiver compliant?

There are 4 waivers in all. 1 in the online system, 3 from US Figure Skating. The 1 in the online registration system has been approved and is accepted, what we need now are the 3 from US Figure Skating. Prior to the event, we ask you to do the following:

All athletes attending the 2020 Colorado Springs Invitational/RMSG are required to complete the three standard U.S. Figure Skating waivers via [Members Only](#) and provide verification onsite prior to checking in. Directions can be found below and questions can be directed to [memberservices@usfigureskating.org](mailto:memberservices@usfigureskating.org).

- Log in to [www.usfsaonline.org](http://www.usfsaonline.org)
- Click the "Person Icon" next to your name followed by "2020-21 Competition Season Profile"



Click "Sign Waivers"

- Athletes under the age of 18 – parent/guardian must sign on their behalf
- After completing all three, take a screen shot of the main page with "last updated: XX/XX/XXXX" to show at registration. This will be required before you are given your credential.



### **Will I be able to dress and get ready at the Rink?**

No, you will need to arrive ready to compete, except for your skates. There will be time allowed for you to put on your skates during your event line up time.

### **I am a coach with multiple athletes, how do I move throughout the building?**

- 1) As most everything is outside and check-ins are event/session specific, the coaches will be notified that they need to ensure that if they have 2 athletes at the same time in two different places, that they arrange for another credentialed coach to cover the other athlete
- 2) Coaches will be able to request a special dispensation for cases where they are conflicted based upon one event and they don't want the secondary coach to put their athlete on the ice for both events. They can notify the chief referee in advance and that will be noted on the check in sheets for the outside ice monitor

### **Can coaches/parents help tie athletes' skates?**

Yes, chairs will be located outside of each rink at the event check in area to allow chaperones or coaches to assist with athletes' skates. There will be no locker rooms available.

### **Who can enter the rink?**

1 athlete, 1 coach, 1 chaperone (west rink) or 2 chaperones (east rink). Everyone will have their temperature checked and will be required to follow the mask policy stated here. The Chaperone(s) will be directed to the stands upon entry. Upon completion of the athlete's program, the athlete, chaperones, and coaches will be escorted to the exit.

### **When do we enter the rink?**

Athlete and coach will enter just before each practice ice/warm up ice session (no chaperones allowed). Athletes and coaches enter first for events (exception for athletes 7 and under – chaperones may enter with their athlete) followed by chaperones (1 per skater in the West rink and 2 per skater in the East Rink). Please meet at the line up area at your designated time.

### **Event timing and flow:**

Your event schedule will have all your station check in times. **Stay 6 feet distance from others, and be there ON TIME!**

### **What is the face covering policy?**

As of July 17, per the Governor's Executive Order D 2020 138, which has been extended to September 15, people in Colorado age 11 and older are required to wear a face covering in all indoor businesses and public indoor places. All individuals 11 and over entering the ice rinks must ALWAYS wear face coverings. **Athletes**



are permitted to remove their face coverings ONLY when they take the ice for their competition event and are the only athlete on the ice surface. Athletes 11 and older must wear a face covering (mask) when on practice ice and warm-up ice, including their event warm-up (unless they are the only skater on the event warm-up). Pairs and Dance teams are considered family members so may skate without a face covering (mask) for their event.

### What happens if I have a temperature?

Per [CDC Guidelines](#), no individual will be allowed to enter the building if they have a temperature of 100.4 and above. There are NO exceptions (inclusive of athletes).

### What else do I need to know?

- Keep an eye on your email in the lead up and during the event; this will be the primary method of communication. Especially if any changes need to be made
- Event information can be found here: <http://comp.entryeeze.com/Home.aspx?cid=79>
- More specifically:
  - Link to Event Schedule, Starting Order & Results: <http://comp.entryeeze.com/Home.aspx?cid=79>
  - Link for free live stream of event:
    - East Rink: TBD
    - West Rink: TBD
- Bring your own water bottle and use designated bathrooms only (these are outdoor portable restrooms).
- Small snacks (i.e. bars) are permitted for athletes only.
- Athletes entering the building for practice or competition will be able to bring belongings with them into the facility and those items should be kept by their chaperone in the stands or their coach. Coaches will need to bring skater's items from the starting area to them at the exit door as skaters will not be allowed back into the starting area.
- Tissues are permitted but must be disposed by the athlete outside of the facility (i.e. put it in your pocket and/or skate bag).
- Per the Chief Referee, the competition will run by the schedule and NOT run early due to the logistics of the schedule.
- Awards will be handed out OUTSIDE at the Awards tent as soon as possible after results are finalized.

